

Equivalency Process

Required Documents

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Subject to change



Contents

| | |
|-------------------------------------------------------------------|---|
| Documents required directly from the university to the NDEB | 3 |
| Documents to Verify your Credentials..... | 3 |
| Confirmation of Degree form..... | 3 |
| Academic record..... | 4 |
| Documents required from the applicant to the NDEB..... | 5 |
| Documents to Support your Identity | 5 |
| Government issued photo identification | 5 |
| Difference in name..... | 5 |
| Documents to Support your Credentials..... | 6 |
| Dental degree..... | 6 |
| Translation of academic record | 6 |
| Internship completion certificate | 6 |
| Definitions..... | 7 |
| Legal Name | 7 |
| Legal Signature..... | 7 |
| Notarizing Documents | 7 |
| Translating Documents | 8 |
| Original Sworn Affidavit | 8 |
| Consent..... | 9 |

Documents required directly from the university to the NDEB

It is the applicant's responsibility to verify that the documents from the university are accurately completed and sent directly to the NDEB office by an official of the university, in a sealed envelope bearing the university's stamp.

Helpful Tip: You may want to request that the university also sends you a copy of the completed form and academic record to ensure the information submitted to the NDEB is accurate.

Forms and academic records will **not** be accepted if they are:

- not clearly received directly from the university
- issued by an official of an affiliated college

Documents required from the applicant cannot be sent with the documents required from the university or from the university. Any documents received from the university will not be sent to the applicant or a third-party. Do not request that the university send your final dental degree to the NDEB office because it will not be sent to you or returned to the university when the verification is complete.

Documents to Verify your Credentials

Confirmation of Degree form

An authorized official of the university that issued your final dental degree must complete and send the *Confirmation of Degree form* directly to the NDEB office.

Steps to complete form:

1. You must download the *Confirmation of Degree form* from your online profile.
2. You must fill in the required information in only Section 1 of the form. You should not fill in Section 2 of the form. Forms that have Section 2 completed by the applicant will not be accepted.
3. You must send the form to the university that awarded your dental degree.
4. The Dean, Registrar, or Controller of Examinations of the university that issued your final dental degree must accurately complete Section 2 of the form in English or French, sign and place the university stamp or seal on the form.
5. An official at the university must send the completed *Confirmation of Degree form* directly to the NDEB office.

Helpful Tip: The space for the date that your final degree was conferred/given/issued means the date on the final dental degree. It is the date that the document was granted to you. This date will be compared with your final degree.

Academic record

An official from the university that issued your final dental degree must send the official academic record, in the original language of issue, directly to the NDEB office.

The Academic record must include:

- the original university stamp in ink,
- original university official's signature(s) in ink,
- a complete record of all courses taken and individual grades obtained from all dental schools or faculties attended throughout all years of the program, and
- the dates you attended the program.

Documents are verified based on the standard format of issue from educational institutions by country. Acceptable documents include:

- Transcript of Marks
- Transcript of Records
- Mark Sheets or Statement of Marks
- Diploma Supplement issued in English
 - The standard format of academic records issued from countries who are members of the Bologna Process is an original Diploma Supplement. For a list of countries who are members of the Bologna Process visit <http://www.ehea.info/members.aspx>.

If you attended more than one university, each university must send your official original academic record directly to the NDEB office.

Attested copies attached to a translation or academic record issued by an affiliated college will not be accepted.

Documents required from the applicant to the NDEB

It is the applicant's responsibility to send the documents to the NDEB office well in advance of the registration deadline for the Assessment of Fundamental Knowledge. All documents must meet the criteria outlined in the definitions section of this document. Failure to meet the criteria will result in an incomplete application and delays in approval of your application to participate in the Equivalency Process.

If the documents provided are not originally issued in English or French, applicants must also submit an accurate, word-for-word translation of the document. Review the criteria for translations in the Definitions section of this document.

Documents to Support your Identity

Government issued photo identification

You must provide at least one document to prove your identity. A notarized photocopy of your current government issued photo identification (ID) issued in English or French must be submitted.

The ID must include your:

- legal name (your document must show your name exactly as it appears on your online profile)
- date of birth
- photo
- signature (All documentation with the NDEB, including forms and examinations, must be signed in the same manner as the ID)

The ID must be:

- valid (not expired).
- issued by a federal, provincial/territorial/state government authority

Acceptable forms of ID are:

- driver's license that is issued by a Canadian province or territory
- Canadian passport
- foreign passport that meets the requirements
- Canadian provincial or territorial identification card

Difference in name

If your current legal name is different than the name that appears on any of the documents you submit or your online profile you must provide an additional document to prove your identity.

The document must include your:

- your previous name in full
- your current name
- reason for change/difference of name
- date of change/difference of name

Acceptable forms of documentation include:

- Notarized photocopy of a marriage certificate for a married surname change,
- Notarized photocopy of a legal name change document, or
- Original sworn affidavit attesting to the difference in your name for any reason other than a legal name change. For example, spelling error on documents issued by the university, cultural practice, abbreviations, etc.

Documents to Support your Credentials

You need to provide the following document(s) to prove your dental credentials.

Dental degree

You must submit your original final dental degree, awarded/issued on the date of graduation, in the language issued. This is the document normally framed and hung on the wall. Your final degree must include the full date your degree was awarded/issued (dd/mm/yyyy).

A provisional diploma or degree, certificate, letter of completion, or graduation statement are **not** acceptable.

If your final dental degree does not have the full date awarded/issued, one of the following original documents must be submitted:

- a graduation certificate or statement indicating the exact date your final degree was awarded/issued.
- an official original letter sent *directly to the NDEB* from the university confirming the date your degree was awarded/issued. The letter can be sent with the *Confirmation of Degree Form* and academic record.

Translation of academic record

You must provide an accurate, word-for-word translation of your academic record done by a certified translator if the document was originally issued in a language other than English or French.

Helpful Tip: Your newly issued academic records may be in a different format than the one previously issued to you. You may want to obtain a new academic record from the university for translation purposes because the copy attached to the translation must be the same version as the official academic record received from the university.

Internship completion certificate

You must provide your original internship completion certificate in the original language issued if completion of internship or clinical rotation is required by your dental program to award/issue the final dental degree. Documents submitted must include the start and end date of your internship or clinical rotation.

If clinical work is shown on the academic record, a completion certificate is not required.

Definitions

All documents must meet the criteria as outlined below. Failure to meet the criteria will result in an incomplete application and a delay in the approval of your application to participate in the Equivalency Process.

Legal Name

Your legal name is the name under which you are registered with a government authority. This is the name on your passport or Canadian provincial identification. Applicants must provide a complete and accurate legal name upon application and maintain and update this name as required.

Legal Signature

Your signature is intended to prove your identity and to indicate knowledge, approval, acceptance, or obligation. For the purpose of participating in the Equivalency Process, applicants **must** sign all documents with the NDEB in the same manner as they have signed their government issued identification provided at the time of application.

If any form is not signed in the same manner as the passport, Canadian Driver's Licence, or Canadian, Provincial Identification, it will have to be re-signed and re-submitted. This includes the *Confirmation of Degree* form.

Notarizing Documents

Documents requiring notarization must be attested and notarized by either a Notary Public, lawyer, or Commissioner of Oaths and must meet the following criteria:

- The notarizing officer must make a photocopy of the original document. Do not photocopy the document yourself.
- Bear the original seal and signature in ink of the notarizing officer.
- A seal or notary statement in English or French must be included, stating that the document is a true copy of the original document seen by the Notary Public, lawyer, or Commissioner of Oaths who has notarized the document. Translated statements are not accepted.
- The original seal must display the notarizing officer's credentials, including full name and title of the notarizing officer, in English or French. Translated seals will not be accepted.
- No other original stamps other than the notarizing officer should be on the photocopy of the document.

A statement indicating that you are swearing that the document is a true copy of the original and witnessed by a Notary Public, lawyer, or Commissioner of Oaths will **not** be accepted.

If you are unable to have document(s) notarized by a local Notary Public, lawyer, or Commissioner of Oaths, whose credentials are in English or French, you may have an Officer of a Canadian Consulate or Embassy, or a New Zealand Consulate or Embassy make a notarized photocopy of your document(s).

Translating Documents

A certified translator is an individual who has been evaluated by a translation authority and holds a license, issued by a government recognized translation association, to perform legal translations.

Documents requiring translation must be done by a certified translator and must meet the following criteria:

- Be an original translation. Photocopies or notarized copies are not accepted.
- The certified translator must staple the original translation to a photocopy of the original document that was translated. Documents paper clipped together or that have been unstapled will not be accepted.
- The certified translator must place their original seal and initial or signature in ink on all pages.
- The original seal must display the certified translator's credentials, including full name, license number, and title of certified translator, in English or French. Translated seals will not be accepted.

Translations will **not** be accepted if:

- The packet which was assembled by the translator has been taken apart for any reason.
- A translation done by, or attested by, a school official, or a notarized photocopy of a translation will not be accepted. In Canada, Associate Members and Candidates of the translation associations are not certified.

Original Sworn Affidavit

Original sworn affidavit means the applicant's written sworn statement in English or French that is legally binding, signed and sealed or stamped by a Notary Public, lawyer, or Commissioner of Oaths. Seals or stamps must be original and must display the credentials of the Notary Public, lawyer, or Commissioner of Oaths in English or French.

Equivalency Process Required Documents Form

Legal Name:

NDEB ID Number:

Carefully read, sign, and submit this page with your first submission of required documents. You must sign ALL documentation with the National Dental Examining Board of Canada (NDEB) in the same manner as you have signed your government issued identification. Failure to sign this form and the *Confirmation of Degree* form in the same manner as your identification will require you to re-submit the incorrectly signed documents.

The NDEB will begin processing your application when ALL required documents are received. Failure to submit all required documents as outlined by the NDEB's requirements will result in delays in verifying your application.

Documents are verified based on the standard format of issue from the educational institution and by country. It is important to review the specific requirements for the country in which your education was completed. Detailed information about the document verification process and country specific document requirements is available on the NDEB website at www.ndeb-bned.ca. The following documents must be submitted in accordance with NDEB criteria:

Documents to be sent directly to the NDEB by the university:

- Confirmation of Degree form
- Official Academic Record

Documents to be submitted by the applicant:

- This *Equivalency Process Required Documents* Form, signed and dated by the applicant
- Notarized photocopy of valid government issued photo identification
- Notarized copy of legal name change document or affidavit for difference in name, if applicable
- Original dental degree
- Original internship completion certificate, if applicable
- Original translation of document(s) not issued in English or French, if applicable

The NDEB reserves the right to, at any time, change its requirements and/or request additional documents for the purpose of verifying eligibility to participate in the NDEB Equivalency Process.

If you are an active Dental Specialty Core Knowledge Examination (DSCKE) participant, you should submit your DSCKE ID number during creation of your online profile. You will not need to resubmit documents that have been accepted for participation in the DSCKE.

Except for original educational documents, all documents submitted become the property of the NDEB and will not be returned. Documents issued directly to the NDEB by an institution or licensing body will not be provided to the applicant or a third-party organization.

Consent

I acknowledge that I have received, read and understand the Required Documents.

I authorise the release of my academic information to the NDEB for the purpose of participating in the Equivalency Process.

Applicant's Signature

Date

